CITY OF BEAVERTON
Applications Development Manager

General Summary

Analyze business needs and design, program, test and implement major internal business applications. Develop programming standards and ensure system functionality. Serve as lead to Business Analyst Programmers and outside consultants.

Key Distinguishing Duties

Overall responsibility to lead and manage major projects in business application development and implementation.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Analyze current business processes and their associated information systems and make recommendations for the redesign of those business processes and information systems.

2. Serve as lead for Business Analyst Programmers. Develop project timelines and overall work plans, assign work, review work, monitor progress to ensure objectives are met, resolve problems escalated from programming team, provide guidance and clarification to team on technical issues.

3. Develop programming and application standards; ensure standards are followed.

4. Recommend use of outside programming contractors when appropriate; determine contractors' scope of work; participate in selection of contractors; supervise contractors for compliance with terms.

5. Review available market software and make recommendations concerning purchase of software packages from vendors or development of in-house applications.

6. Participate in the development of citywide and departmental information plans.

7. Analyze, design, code, test and implement major software applications, either vendor or internally developed. Assist in the analysis of new development tools.

8. Test for system-wide functionality and resolve problems to ensure proper operations and usability. Prepare user manuals.

9. Develop web based applications within city departments. Assist departments with possible approaches and use of the Web to facilitate internal/external processes and information flow.

10. Meet with staff to determine necessary program enhancements and maintenance needs for existing applications. Maintain regularly assigned applications as needed.

11. Develop and maintain database structure documentation utilizing recognized IT standards for data management. Enforce ISD standards for data management. Maintain database servers as needed.

12. Serve as a member of the information systems management team. Participate in the formulation of application development methodologies. Evaluate performance and program effectiveness and recommend action for improvement as necessary.

13. Participate in division operational processes including staff selection, budget preparation/monitoring, policy/procedure development and implementation.

14. Serve as a model for accomplishing city's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellent internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.

15. Represent the city to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the city and its citizens in all matters.

16. Produce an acceptable quantity and quality of work that is completed within established timelines.

17. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.

18. Follow standards as outlined in the Employee Handbook.

19. Participate in the City Emergency Management program including classes, training sessions and emergency events.

20. Support and respect diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- Advanced knowledge of the practices and principles of forms and web based computer programming.
- Advanced knowledge of the practices and principles of database management.
- Advanced knowledge of the practices and principles of business process analysis.
- Advanced knowledge of the practices and principles of business application design for medium to large application projects.
- Advanced knowledge of application development tools.
- Advanced knowledge of business/information engineering tools.
- Advanced knowledge of the practices and principles of computer programming.
- Working knowledge of team leadership principles and practices.
- Working knowledge of the practices and principles of public/business administration practices and decision-making.
- Working knowledge of strategic planning methods with an emphasis on services related to database development and management.
- Working knowledge of public purchasing and contracting laws and regulations.

Skills/Abilities Required

- Advanced skill in conceptual analysis and policy/program development and implementation.
- Advanced ability to productively manage and lead a team including the ability to develop a team approach to producing high quality results.
- Advanced ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- Advanced ability to lead problem solving in a team environment.
- Advanced ability to apply excellent internal and external customer service skills.
- Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- Expert ability to use word-processing, spreadsheet programs or other application software as required for position.

Minimum Qualifications Required for Entry

Bachelor's degree in business, computer technology or a related field and five years of experience in business process analysis and application design, including three years in a lead or supervisory capacity; or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- Required to possess a valid driver license and the ability to meet the city's driving standards.
- Required to complete a CJIS background and test within 30 days of hire date.

Working Conditions

Regular focus on a computer screen for long periods in a day; daily use of a keyboard or similar device; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads.

Classification History
Created: October 3, 2011
As of 6/16: Business Analyst Programmer, Senior
New Class Specification Title 7/16: Applications Development Manager

Status: M2
FLSA: Exempt

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Department Head Signature   Human Resources Signature

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Date   Date